

Documents that may be required to complete your application

Return the missing documents to: Warren County Assigned Counsel Office

Office Hours are: Warren County Municipal Center
9:00 a.m. to 5:00 p.m. 1340 State Route 9, Parking Lot #8
Applications 9-Noon Only Lake George, NY 12845
(518) 761-6460 (518) 761-6443 (fax)

If returning documents by fax or in person you *must include/have* your **name and court date on one page**.

1. Identification is mandatory:
 - ☐ Driver's license, DMV I.D. card, signed Social Security card, Military I.D., Learner's Permit, signed Medicaid Card, Passport, Green Card, Voter Registration Card, any Government issued I.D. card.
2. Provide proof of your monthly household **income for all** household members is mandatory:
 - ☐ 4 Pay stubs if paid weekly/2 pay stubs if paid bi-weekly or a statement on letterhead from employer
 - ☐ Most recent tax return and/or W-2's
 - ☐ Disability
 - ☐ Social Security
 - ☐ Worker's Compensation
 - ☐ Unemployment
 - ☐ Social Services
 - ☐ Child Support/Alimony
 - ☐ Pension Benefits
 - ☐ Retirement Benefits
 - ☐ Other
3. If you have indicated no income or other what is your present means of support? If you reside in someone else's home you must provide the following: Explain your situation below, if required to do so.

 - ☐ The person or persons listed above must provide a notarized statement that explains your current living situation. There is a notary available here for their convenience – I.D. mandatory.
4. Provide proof of **all** your monthly household **expenses for all** household members:
 - ☐ Food
 - ☐ Mortgage
 - ☐ Property Taxes
 - ☐ Home Owners Insurance
 - ☐ Rent
 - ☐ Renters Insurance
 - ☐ Water
 - ☐ Utilities
 - ☐ Home Fuel
 - ☐ Cable/Satellite
 - ☐ Telephone (include cell & track phones)
 - ☐ Auto Payment
 - ☐ Car Insurance
 - ☐ Medical Insurance
 - ☐ Life Insurance
 - ☐ Medical Expenses (for example: Co-Pays)
 - ☐ Pharmacy
 - ☐ Credit Cards
 - ☐ Loans (includes student, personal and private loans)
 - ☐ Garbage
 - ☐ Other (for example: Child Support, Storage Unit, Computers, Rented Appliances or Furniture, etc.)
5. Provide **any and all documents** given to you or served upon you by the Court or the Officer:
 - ☐ Charges, Complaints, Summonses, Tickets, Supporting Depositions, Statements, Petitions

Applicant agrees to immediately notify the Assigned Counsel Office
of any change in financial circumstances for the duration of the case.